
OUTCONUS COLA With Dependents

Introduction:

This section provides the procedures to start, stop, correct, or recoup OUTCONUS COLA With Dependents. Members with dependents assigned OUTCONUS are entitled to COLA (see par. U9303 for entitlement for member married to member couples and exceptions listed in U9157) regardless of Government mess availability at the PDS (including vessel).


Reference:

Chapter 9 of the Joint Federal Travel Regulations (U9157)

Procedure:

OUTCONUS COLA stops automatically on the day before departing PCS.

Start CGHRMS, [sign-in](#) and follow these steps to start, stop, correct, or recoup OUTCONUS COLA With Dependents.

Step	Action
1	<p>Select Menu items in the following order.</p> <p>Home > Compensate Employees > Maintain Entitlements > Use > Employee Entitlements</p>
2	<p>A search page will appear. Enter the member's Employee ID number or other search criteria and click the Search button to select the member you wish to display.</p> <div><p>Advanced Technique</p><p>You may select the input mode by checking one of the following boxes located at the bottom of the search screen. <input type="checkbox"/> Include History <input type="checkbox"/> Correct History If both boxes are left blank, you will enter in the Update Display mode. The system will automatically default to the last method you selected. See Step 4 for more information.</p></div> <div><p>When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID (SSN) before making any changes.</p></div>

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Entitlement Panels. Either the **Summary Panel** or **Detail Panel** will appear depending on which option was previously selected.

Select the Employee Entitlement Summary Panel from the icons located at the bottom left-hand corner of the screen. The current selection will have no underline.

[Employee Entitlement Summary](#) | [Employee Entitlement Detail](#)

The following screen appears.

The screenshot shows a web application interface titled "Entitlements". At the top right of the title bar is "View All" and a pagination indicator "1-2 of 2". Below the title bar, there are two rows of entitlements. The first row is for "FSA" (Family Separation Allowance) with a "Continue" button and a "+" button. The second row is for "HF" (Imminent Dngr-Hostile Fire Pay) with a "Continue" button and a "+" button. At the bottom of the screen, there is a navigation bar with buttons for "Save", "Return to Search", "Update/Display", "Include History", and "Correct History".

Select [View All](#) in the title bar.

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Select the **Include History** button located at the bottom right-hand portion of the screen so that all payments of OUTCONUS COLA With Dependents will be shown in the next panel. If you are stopping, correcting, or deleting this entitlement, use the **Correct History** button.

Note: The current selection will have a white background.

- You may use the **Update/Display** button to start OUTCONUS COLA With Dependents; however, we recommend using the "Include History" mode so all payments will display.
- Use the **Include History** button to view all payments of OUTCONUS COLA With Dependents. Only new entitlements can be entered in this mode.
- Use the **Correct History** button to update or delete entries of OUTCONUS COLA With Dependents. A listing of all payments will be displayed.


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If a OUTCONUS COLA With Dependents row exists in the Summary Panel...

Click the  button adjacent to OUTCONUS COLA With Dependents. The Employee Entitlement Detail screen will appear. (Go to Step 7)

If a OUTCONUS COLA With Dependents row doesn't exist in the Summary Panel...

Click a  button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected.

Next, type "OCC" in the look-up box   or use the magnifying glass to search for and select the OUTCONUS COLA With Dependents earning code.

Then click the  button adjacent to OUTCONUS COLA With Dependents to bring it up in the Employee Entitlement Detail screen. (Go To Step 7)

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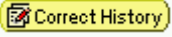
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Employee Entitlement Detail Panel is the main panel for entering or stopping entitlements. **If you have completed Steps 3-5, continue on to Step 7.**


Follow these procedures to bypass the Employee Entitlement Summary Panel.

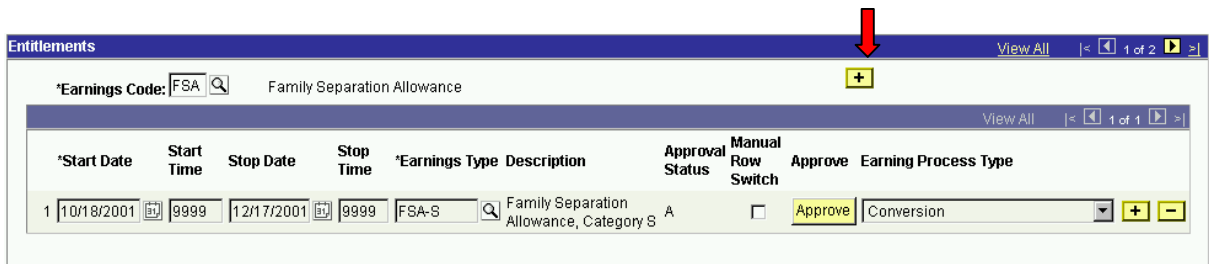
Select the Employee Entitlement Detail Panel from the icons located at the bottom left-hand corner of the screen. The current selection is not underlined.

[Employee Entitlement Summary](#) | [Employee Entitlement Detail](#)

Select the  button located at the bottom right-hand portion of the screen so that all entries of OUTCONUS COLA With Dependents will be shown. If you are stopping, correcting, or deleting this entitlement, use the  button.

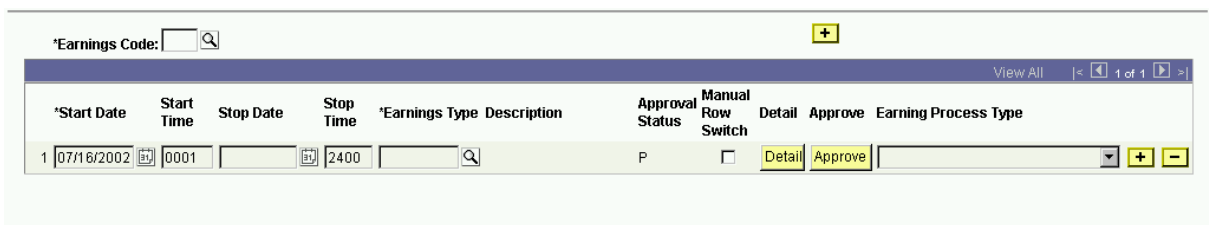
Select [View All](#) from the displayed title bar to list all entitlements.

Scroll up to find the “OCC” Earnings Code. If OUTCONUS COLA With Dependents isn’t listed (after clicking [View All](#)), click the  button from any entitlement as shown below.




The screenshot shows the 'Entitlements' screen. At the top, there is a search bar for 'Earnings Code' with 'FSA' entered and a magnifying glass icon. Below this is a table with columns: *Start Date, Start Time, Stop Date, Stop Time, *Earnings Type, Description, Approval Status, Manual Row Switch, Approve, and Earning Process Type. The first row shows an entitlement for 'Family Separation Allowance, Category S' with start date 10/18/2001 and stop date 12/17/2001. To the right of the table, there is a 'View All' button and a plus button. A red arrow points to the plus button.

The following screen appears below the previous entitlement...



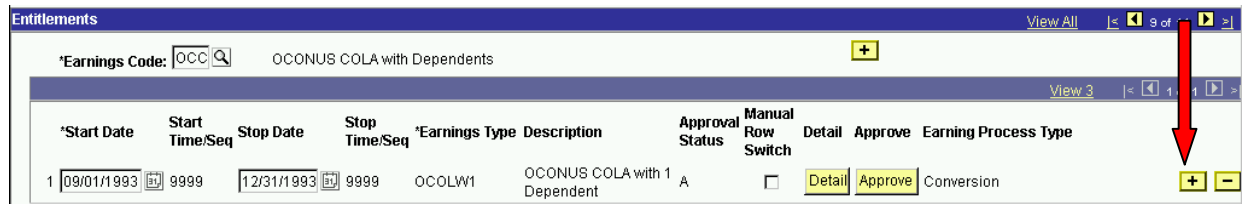
The screenshot shows the 'Entitlements' screen. At the top, there is a search bar for 'Earnings Code' with an empty field and a magnifying glass icon. Below this is a table with columns: *Start Date, Start Time, Stop Date, Stop Time, *Earnings Type, Description, Approval Status, Manual Row Switch, Detail, Approve, and Earning Process Type. The first row shows an entitlement for 'Family Separation Allowance, Category S' with start date 07/16/2002 and stop date 0001. To the right of the table, there is a 'View All' button and a plus button. The plus button is highlighted.

Type “OCC” in the Earnings Code field or use the magnifying glass  to search and select the OUTCONUS COLA With Dependents Earnings Code.

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Paying OUTCONUS COLA With Dependents (See Steps 8 to recoup)

In the  mode, click the  button shown below.

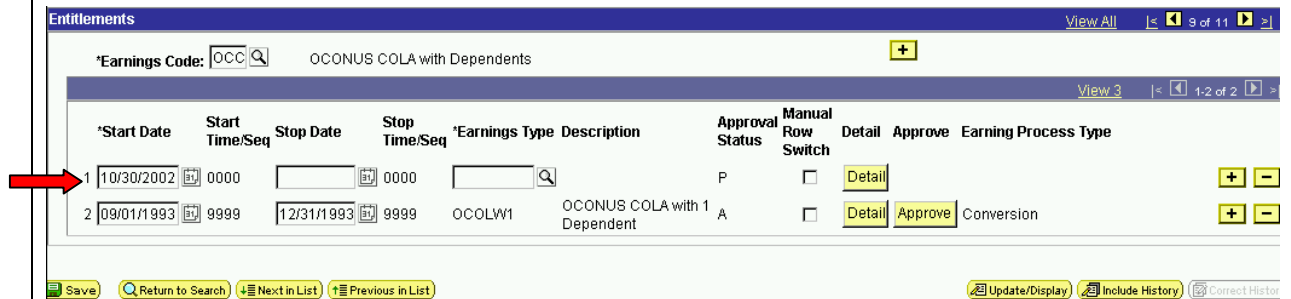


Entitlements View All | 9 of 11

*Earnings Code: OCC OCONUS COLA with Dependents

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Approve	Earning Process Type
1 09/01/1993	9999	12/31/1993	9999	OCOLW1	OCONUS COLA with 1 Dependent	A	<input type="checkbox"/>	Detail	Approve	Conversion

The following entry line appears...






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*Earnings Code: OCC OCONUS COLA with Dependents

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Approve	Earning Process Type
1 10/30/2002	0000		0000			P	<input type="checkbox"/>	Detail		
2 09/01/1993	9999	12/31/1993	9999	OCOLW1	OCONUS COLA with 1 Dependent	A	<input type="checkbox"/>	Detail	Approve	Conversion





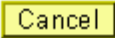


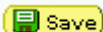
Save Return to Search Next in List Previous in List Update/Display Include History Correct History

Enter the following information...

Field	Action
Start Date	The current date is automatically displayed. Use the calendar button  to select the desired date. You can also Click & Drag over the date field to select the date then Type the start date in MMDDYYYY format.
Start Time	Pre-filled
Stop Date	Use the calendar button  to select the desired date. You can also Click & Drag over the date field to select the date then Type the stop date in MMDDYYYY format.
Stop Time	Pre-filled
Earnings Type	Type in the code if known or use the  to search and select from a listing of available earning types.
Description	Pre-filled. Ensure the proper entitlement is shown.
Approval Status	Pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
Manual Row Switch	Select this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected. Caution! Overriding pay edits may result in errors and possible overpayment of entitlement.

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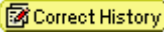
Step 7 (Cont'd)

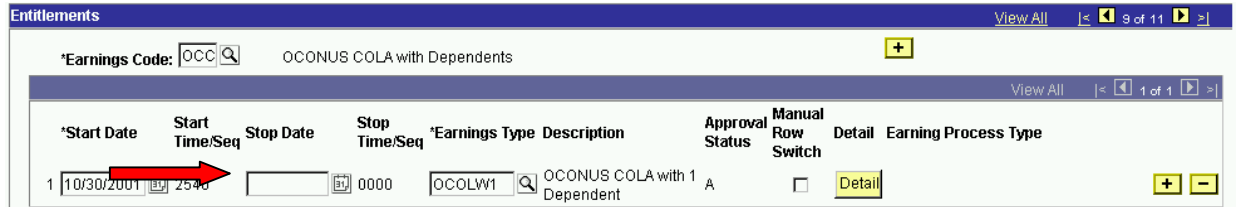
Field	Action
	<p>Click the  button to bring up the Supporting Data screen below:</p> <div data-bbox="511 373 1177 718"> <p>Supporting Data</p> <p>1075148 OCC 10/31/2002 OCOLW1</p> <p>Locality Code: <input type="text"/> </p> <p>Number of Dependents: <input type="text" value="1"/></p> <p><input type="checkbox"/> Partial Indicator (PA only)</p> <p> </p> </div> <p>Click the magnifying glass  to select the locality where the member was stationed for OUTCONUS COLA With Dependents entitlement</p> <p>The number of dependents is automatically displayed based on the earnings type selected.</p> <p>Leave the “Partial Indicator (PA only)” unchecked. It is not in use.</p> <p>Click the  button when finished.</p>
Earnings Process Type	Not Required. Disregard this field.
	Click this button (located at the bottom left of the screen) to approve the entry.

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Stopping OUTCONUS COLA With Dependents


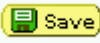
In the  mode, find the row to stop. The stop date will be blank as shown below:



The screenshot shows the 'Entitlements' window with the following details:

- *Earnings Code: OCC
- OCONUS COLA with Dependents
- View All | 9 of 11
- *Start Date: 10/30/2001
- Start Time/Seq: 2540
- Stop Date: (blank)
- Stop Time/Seq: 0000
- *Earnings Type: OCOLW1
- Description: OCONUS COLA with 1 Dependent
- Approval Status: A
- Manual Row Switch: (checkbox)
- Detail: (button)
- + -



Enter the following information...


Field	Action
Stop Date	<u>Enter</u> the last day of entitlement by using the calendar button  to select the date. You can also <u>Click & Drag</u> over the date field then <u>Type</u> the stop date in MMDDYYYY format. This field can be future dated.
Stop Time	Pre-filled
Manual Row Switch	<u>Select</u> this field <u>only when necessary</u> to override internal pay edits. Business rules will not be turned off when this is selected. Caution! Overriding pay edits may result in errors and possible overpayment.
	<u>Click</u> this button (located at the bottom left of the screen) to approve the entry.

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Correcting OUTCONUS COLA With Dependents

In the  mode, find the OUTCONUS COLA With Dependents row to correct.

Click & Drag over any editable field to change its value. Dates must be typed in MMDDYYYY format. You may also use calendar buttons  to modify dates and the magnifying glass  to change the earning type.

Click the  button located at the bottom left of the screen.




To change the effective start date or an incorrect earnings type, you must delete the entire row (Step 10) and then start a new OUTCONUS COLA With Dependents (Step 7).

Deleting OUTCONUS COLA With Dependents

In  mode, **find** the OUTCONUS COLA With Dependents row to delete.

Click on the  button located in the row to be deleted.

Click the  button located at the bottom left of the screen.



The total OUTCONUS COLA With Dependents entitlement will be recouped when using this feature.

End